

## **JOB OPPORTUNITY BULLETIN**

<b>Class:</b>	<b>Associate Governmental Program Analyst</b>
<b>Tenure:</b>	<b>Permanent</b>
<b>Time Base:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>\$4111 - \$4997</b>

Under the general direction of the Executive Director of the California School Finance Authority, performs analytical duties on highly complex bond and grant financing programs for school districts and charter schools.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Analyze and interpret applications for financing from a variety of school districts and charter schools, including the type of project, use of funds, sources of revenue and other matching funds, historical and pro forma financial statements and projected debt service coverage.
- Prepare written summary on financing to be included in recommendations to the Authority Board for consideration, and present application and staff recommendations orally at public meetings.
- Provide technical review of all bond, grant and loan documents required for each financing completed by the Authority; make content judgment on documents to ensure that the interests of the Authority and the State are clearly represented and that any and all financial calculations are accurate; advise the Executive Director on the structure of each financing, including the type of issue, credit enhancement provisions, ratings from national rating agencies, matching funds requirements, rate structures, and repayment provisions.
- Assist with the preparation and monitoring of consultant contracts necessary to carry out the functions of the Authority, including development of RFP's, selection of bidders and the coordination of duties as defined under the scope of services.
- Assist with the development of regulations required for the Charter School Facilities Program and other programs within the functions of the Authority.
- Assist in the development and maintenance of databases and other processes necessary to record, monitor and report all funding provided to school districts and charter schools by the Authority.
- Complete special projects as required by the Executive Director involving existing or proposed financings and prepare reports thereon; represent the Authority at various seminars and conferences to promote Authority services.
- Develop and maintain written procedures for program activities and assist with the development of marketing materials.

**DESIRABLE QUALIFICATIONS:**

- State finance, accounting or other financial experience.
- Strong analytical and writing skills.
- Excellent interpersonal skills.
- Ability to work independently, exercising a high degree of initiative and judgment.
- Computer skills: Microsoft Word for Windows, Microsoft Excel, and Access Database.
- Good work habits and dependability.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Associate Governmental Program Analyst may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

**Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "298-002-5393-XXX next to the classification on your application/resume, i.e., Associate Governmental Program Analyst, CSFA (298-002-5393-XXX).**

**FINAL FILING DATE:**

Applications will be accepted until filled. Applications will be screened and only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Cec Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CSFA A complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CSFA at (916) 653-2872 or TDD (916) 654-9922.